

## 12. Social Media Policy - Parents

This social media policy applies to parents, fundraising members, and volunteers at Robin Preschool

This policy includes (but is not limited to) the following technologies:

- Social networking sites (e.g. Facebook, Twitter, Snap Chat, Instagram)
- Blogs
- Discussion forums
- Collaborative online spaces
- Media Sharing services (i.e. You Tube)
- Micro-blogging (i.e. Twitter)

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

We therefore require that:

- No photographs taken within the Pre-School setting or at Pre-School special events with the children, are to be posted for public viewing, except those of your own child. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.  
(This excludes those photographs taken by staff for the children's online learning journal, which are sometimes used for display in the setting, for use on the Pre-School website and in other advertising material if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the Pre-school children, staff or committee business (except appropriate use for marketing fund raising events) or that could be construed to have any impact on the Pre-School's reputation or that would offend any member of staff or parent using the Pre-School.

### **Social media**

- Parents are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with.
- Parents should avoid personal communication, including on social networking sites, with the children and parents with whom they act in a professional capacity.

- In the event that parents name the organisation or workplace in any social media they do so in a way that is not detrimental to the organisation or its service users.
- Parents should report any concerns or breaches to Teresa Juggins, Manager.

Parents or volunteers found to be posting remarks or comments that breach confidentiality, bring Pre-School into disrepute or that are deemed to be of a detrimental nature to the Pre-School or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action in line with the Pre-School disciplinary procedures (students will be asked to leave immediately).

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_